Eforms (Electronic Personal Action Form) Instructions

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| **Employee Group** |
| 1. CE Temporary Instructors
 | For Adjunct Faculty or Retired Faculty ( Continuing Studies only) |
| 1. Clerical/Technical
 | For HR Internal Use Only |
| 1. Faculty – Benefit and Salary
 | For HR Internal Use Only |
| 1. Graduate Assistant
 | Teaching or Research Assistants |
| 1. Hourly Staff
 | Hourly (03) Staff |
| 1. Librarians
 | For HR Internal Use Only |
| 1. Police
 | For HR Internal Use Only |
| 1. Professionals
 | For HR Internal Use Only |
| 1. Salary Temp Staff
 | (03) Salaried Staff  |
| 1. Student Hourly
 | Regular Student Employees (ST9999) Non-Financial Aid |
| 1. Temporary Instructors
 | For Adjunct Faulty or Retried Faculty (Non Continuing Studies) |
| 1. Trades and Maintenance
 | For HR Internal Use Only |
|  | Note: Students hired by Financial Aid Job Hawks will be processed Financial Aid file upload. |

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| **End Date** |
| 1. CE Temporary Instructors
 | Required |
| 1. Clerical/Technical
 | Not applicable |
| 1. Faculty – Benefit and Salary
 | Not applicable |
| 1. Graduate Assistant
 | Required |
| 1. Hourly Staff
 | Required |
| 1. Librarians
 | Not applicable |
| 1. Police
 | Not applicable |
| 1. Professionals
 | Not applicable |
| 1. Salary Temp Staff
 | Required |
| 1. Student Hourly
 | Required |
| 1. Temporary Instructors
 | Required |
| 1. Trades and Maintenance
 | Not applicable |

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| **Is this Positioned** |
| 1. CE Temporary Instructors
 | No |
| 1. Clerical/Technical
 | Yes |
| 1. Faculty – Benefit and Salary
 | Yes |
| 1. Graduate Assistant
 | No |
| 1. Hourly Staff
 | No |
| 1. Librarians
 | Yes |
| 1. Police
 | Yes |
| 1. Professionals
 | Yes |
| 1. Salary Temp Staff
 | No  |
| 1. Student Hourly
 | No |
| 1. Temporary Instructors
 | No |
| 1. Trades and Maintenance
 | Yes |

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| **Supervisor ID**  |
| 1. CE Temporary Instructors
 | Required |
| 1. Clerical/Technical
 | Not applicable |
| 1. Faculty – Benefit and Salary
 | Not applicable |
| 1. Graduate Assistant
 | Required |
| 1. Hourly Staff
 | Required |
| 1. Librarians
 | Not applicable |
| 1. Police
 | Not applicable |
| 1. Professionals
 | Not applicable |
| 1. Salary Temp Staff
 | Required |
| 1. Student Hourly
 | Required |
| 1. Temporary Instructors
 | Required |
| 1. Trades and Maintenance
 | Not applicable |

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| **Department ID**  |
| 1. CE Temporary Instructors
 | Required |
| 1. Clerical/Technical
 | Required |
| 1. Faculty – Benefit and Salary
 | Required |
| 1. Graduate Assistant
 | Required |
| 1. Hourly Staff
 | Required |
| 1. Librarians
 | Required |
| 1. Police
 | Required |
| 1. Professionals
 | Required |
| 1. Salary Temp Staff
 | Required |
| 1. Student Hourly
 | Required |
| 1. Temporary Instructors
 | Required |
| 1. Trades and Maintenance
 | Required |

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| **Job Code** |
| 1. CE Temporary Instructors
 | CEADJ (Adjunct), CERETF (Retired Faculty), CELES (Teaching Lessons-Usually Music), CECLNS (Clinical or Practicum Supervisors). |
| 1. Clerical/Technical
 | HR Internal Use Only |
| 1. Faculty – Benefit and Salary
 | HR Internal Use Only |
| 1. Graduate Assistant
 | Use GRRA for Research Assistants and GRTA for Teaching Assistants. Use GRRA and GRTA 09 for half time or GRRA and GRTA 18 to signify full time. |
| 1. Hourly Staff
 | Choose the job code with the title that best describes the work the employee does |
| 1. Librarians
 | HR Internal Use Only |
| 1. Police
 | HR Internal Use Only |
| 1. Professionals
 | HR Internal Use Only |
| 1. Salary Temp Staff
 | Enter NBSAL |
| 1. Student Hourly
 | Enter ST9999 |
| 1. Temporary Instructors
 | ADJFAC (Adjunct), RETFAC (Retired Faculty), LESSON (Teaching Lessons-Usually Music), CLNSUP (Clinical or Practicum Supervisors). |
| 1. Trades and Maintenance
 | HR Internal Use Only |

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| **Location Code**  |
| 1. CE Temporary Instructors
 | Required |
| 1. Clerical/Technical
 | Required |
| 1. Faculty – Benefit and Salary
 | Required |
| 1. Graduate Assistant
 | Required |
| 1. Hourly Staff
 | Required |
| 1. Librarians
 | Required |
| 1. Police
 | Required |
| 1. Professionals
 | Required |
| 1. Salary Temp Staff
 | Required |
| 1. Student Hourly
 | Required |
| 1. Temporary Instructors
 | Required |
| 1. Trades and Maintenance
 | Required |

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| **Standard Hours**  |
| 1. CE Temporary Instructors
 | Let them Default in – Do not change |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | If hiring a 9 hours let default in to 9 standard Hours If hiring a 18 hours let default in to 18 standard Hours  |
| 1. Hourly Staff
 | Enter the total hours expected to work, or average if there is deviation |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Let them Default in – Do not change |
| 1. Student Hourly
 | Enter the total hours expected to work, or average if there is deviation |
| 1. Temporary Instructors
 | Let them Default in – Do not change |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **FTE**  |
| 1. CE Temporary Instructors
 | Let them Default in – Do not change |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Let them Default in – Do not change |
| 1. Hourly Staff
 | Let them Default in – Do not change |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Let them Default in – Do not change |
| 1. Student Hourly
 | Let them Default in – Do not change |
| 1. Temporary Instructors
 | Let them Default in – Do not change |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Full/Part Time** |
| 1. CE Temporary Instructors
 | Part |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
|  100. Graduate Assistant | Part |
| 1. Hourly Staff
 | Part |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Part |
| 1. Student Hourly
 | Part |
| 1. Temporary Instructors
 | Part |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Regular/Temporary** |
| 1. CE Temporary Instructors
 | Temporary |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Temporary  |
| 1. Hourly Staff
 | Temporary |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Temporary |
| 1. Student Hourly
 | Temporary |
| 1. Temporary Instructors
 | Temporary |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Mail Drop – Enter for all Employee Groups** |

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| **Business Title** |
| 1. CE Temporary Instructors
 | Enter Title |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Not Applicable |
| 1. Hourly Staff
 | Enter Title |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Enter Title |
| 1. Student Hourly
 | Not Applicable |
| 1. Temporary Instructors
 | Enter Title |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Compensation Data - Employee Type** |
| 1. CE Temporary Instructors
 | Exception Hourly |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Exception Hourly |
| 1. Hourly Staff
 | Hourly |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Exception Hourly |
| 1. Student Hourly
 | Hourly |
| 1. Temporary Instructors
 | Exception Hourly |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Compensation Data – Biweekly Rate** |
| 1. CE Temporary Instructors
 | Enter Biweekly Rate |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Enter Biweekly Rate |
| 1. Hourly Staff
 | Enter Hourly Rate |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Enter Biweekly Rate |
| 1. Student Hourly
 | Enter Hourly Rate |
| 1. Temporary Instructors
 | Enter Biweekly Rate |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Plan and Grade- Not applicable for all.** |

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| **Funding- Begin Date** |
| 1. CE Temporary Instructors
 | Should be the same date that the form started on  |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Should be the same date that the form started on  |
| 1. Hourly Staff
 | Should be the same date that the form started on  |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Should be the same date that the form started on  |
| 1. Student Hourly
 | Should be the same date that the form started on  |
| 1. Temporary Instructors
 | Should be the same date that the form started on  |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Funding- GL Combo Code (HR Combo Code)** |
| 1. CE Temporary Instructors
 | Enter HR Combo Code  |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Enter HR Combo Code  |
| 1. Hourly Staff
 | Enter HR Combo Code  |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Enter HR Combo Code  |
| 1. Student Hourly
 | Enter HR Combo Code  |
| 1. Temporary Instructors
 | Enter HR Combo Code  |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Funding- Distribution Type** |
| 1. CE Temporary Instructors
 | Percent  |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Percent  |
| 1. Hourly Staff
 | Amount  |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Percent  |
| 1. Student Hourly
 | Amount  |
| 1. Temporary Instructors
 | Percent  |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Funding- Commitment Amount** |
| 1. CE Temporary Instructors
 | No Entry Needed- Self Calculating |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | No Entry Needed- Self Calculating |
| 1. Hourly Staff
 | Enter Commitment Amount |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | No Entry Needed- Self Calculating |
| 1. Student Hourly
 | Enter Commitment Amount |
| 1. Temporary Instructors
 | No Entry Needed- Self Calculating |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Union Code** |
| 1. CE Temporary Instructors
 | LTI |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | LTA |
| 1. Hourly Staff
 | Not Applicable |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Not Applicable |
| 1. Student Hourly
 | Not Applicable |
| 1. Temporary Instructors
 | LTI |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Paygroup is UML** |

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| **Empl Class** |
| 1. CE Temporary Instructors
 | Temporary |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | Grads |
| 1. Hourly Staff
 | Temporary (unless Post Doc then use Post Doc) |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | Temporary |
| 1. Student Hourly
 | Student |
| 1. Temporary Instructors
 | Temporary |
| 1. Trades and Maintenance
 | HR Internal Use only |

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| **Workgroup** |
| 1. CE Temporary Instructors
 | L\_ADJFAC |
| 1. Clerical/Technical
 | HR Internal Use only  |
| 1. Faculty – Benefit and Salary
 | HR Internal Use only |
| 1. Graduate Assistant
 | L\_GRADS |
| 1. Hourly Staff
 | Use chart below to determine correct workgroup based on the job code used |
| 1. Librarians
 | HR Internal Use only |
| 1. Police
 | HR Internal Use only |
| 1. Professionals
 | HR Internal Use only |
| 1. Salary Temp Staff
 | L\_NBSAL |
| 1. Student Hourly
 | L\_STUDHRLY |
| 1. Temporary Instructors
 | L\_ADJFAC |
| 1. Trades and Maintenance
 | HR Internal Use only |

Hourly- Map job code used in the form to the correct workgroup.

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| **Job Code** | **Description** | **Workgroup** |
| HH0100 | Accountant | L\_HOURLY |
| HH0800 | Artists | L\_HOURLY |
| HH1600 | Post Docs | L\_HOURLY |
| HH1900 | Management Consultants | L\_HOURLY |
| HH2000 | Medical Consultant | L\_HOURLY |
| HH2200 | Researchers | L\_HOURLY |
| HH2300 | Professional | L\_HOURLY |
| HJ0500 | Athletic Officials | L\_HOURLY |
| HJ2300 | Investigators / Inspectors | L\_HOURLY |
| HJ3300 | Photographic Services | L\_HOURLY |
| HJ5000 | Instructor/Lecturer/Trainer | L\_HOURLY |
| HJ5800 | Librarians / Archivists | L\_HOURLY |
| **Job Code** | **Description** | **Workgroup** |
| HH0300 | Technical | L\_HRLYNE |
| HH2800 | Writer | L\_HRLYNE |
| HJ2500 | Laboratory Services | L\_HRLYNE |
| HJ4000 | Security Services | L\_HRLYNE |
| HJ4600 | Clerical Services | L\_HRLYNE |
| HJ6000 | Licensed Tradespeople | L\_HRLYNE |